



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Administrative Assistant 3 [Classified Competitive]			Salary P18 \$49,742.44 - \$70,150.48
Posting Number 284-22	Position Number 925620	Number of Positions 1	Posting Period * From: 03/18/2022 To: 04/01/2022
Location: Office of the Commissioner Office of Healthcare Quality and Informatics 55 North Willow Street, Trenton, NJ 08618			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>The Administrative Assistant 3 will report directly to the Executive Director, Health Care Quality and Informatics and will serve as the principal administrative assistant. The selected candidate will be responsible for various tasks related to preparing the Executive Director including but not limited to planning and scheduling meetings and conferences, preparing and reviewing routine correspondence, reviewing all incoming inquiries to the Executive Director and assisting in drafting appropriate responses, as well as verifying the completeness and accuracy of information before it is entered into automated systems and files.</p> <p>This position will coordinate daily office operations that include clerical work, internal reporting systems, forms, space planning, as well as make suggestions for office improvements.</p> <p>This position will also act as a liaison with the Office of the Executive Director and the major units in Health Care Quality and Informatics (HCQI), Center for Health Statistics and Informatics (CHSI), Healthcare Quality and Assessment (HCQA), (HSR), Centralized Data and Analytics Hub, as well as the Office of Vital Statistics and Registry (OVSR)</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: One (1) year of experience in a business or government agency providing administrative support services and/or coordinating work activities.</p> <p>NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> Forward the required documents electronically to: PSTOC@doh.nj.gov Mail the required documents to: Kevin Jennings, Supervising Mgt. Impr. Specialist Management and Administration Reference Posting #284-22 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p>Required documents:</p> <ul style="list-style-type: none"> cover letter resume completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*